

Need Roles?

The Department Security Administrators/DSA (Dean's Office HR) and your Unit HR (Office Managers) should work together so you have the necessary roles for your position.

The Office Manager will send an email to dcpdsa@dcp.ufl.edu to request the role(s). Include the UFID in the email.

Some roles require online trainings before the Office Manager can request the role. If a training is required for a role you will be notified.

Tips for Office Managers and Supervisors

Supervisors should work alongside the Office Managers in their units, so the Office Manager knows which roles to request. **A good practice is to contact the DSA before the previous person leaves so they can provide the Office Manager with a list and description of roles the previous person in the position had.** This will be a starting point to know what roles are necessary for the position.

Also, visit the [End & Cores User Roles](#) page to view a list of active security roles that can be requested by the DSA, grouped by service category.

Basic roles are assigned systematically based on the individuals relationships defined in the UF Directory. **DSAs do not assign these roles.** Visit the [Basic Roles page](#) to view the basic role descriptions.

Align training with job-related tasks:

- Start new hire with required trainings, such as Maintaining a Safe and Respectful Campus, HIPAA, etc. (See DCP Required Trainings Checklist)
- Prioritize training for work-related system(s) access
- Intersperse training with job-related tasks
- Spread the training out over several weeks

